

RECREATION SPECIALIST I
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to plan, schedule, organizes and direct recreation activities and/or programs.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Conduct a variety of recreation programs including, but not limited to, games, sports, crafts, special events, day camps, and after school programs.

Assist in planning, promoting, organizing, and evaluating a variety of recreation programs and activities.

Interact with and supervise youth in games and activities and in proper use of playground equipment.

Receive and oversee the use of equipment and materials; care for and maintain equipment.

Promote and enforce safety procedures around participants and render first aid and CPR, if certified, as required.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic class management and supervision.

Rules and skills involved in one or more recreation activities.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and techniques of first aid and CPR.

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Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with staff; participate with children in games and sports activities that involve running, bending, squatting, jumping, and reaching; lean, stoop, and bend to set up or break down equipment.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

One season of experience in subject area is desirable.

Training:

Equivalent to the completion of the tenth (10th) grade and fifteen (15) years of age by the beginning of summer programs.

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License or Certificate

Possession of or ability to obtain CPR and First Aid certificates within six (6) months of hire.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

02-08-19

02-09-17

07-04-09

12-18-99

01-26-95

02-20-90

03-03-89

10-01-88

04-01-83

10-30-73

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